



May 24, 2017

### **Administrative Criteria Development Summer Committee Charge**

The Administrative Criteria Development Committee is charged with creating draft criteria for evaluating all administrative programs on campus.

This process has been completed by many other universities, and we have many examples from which to work. Please review the criteria that has been provided by the steering committee in the shared folder and take from them anything useful.

Also, think about how the individual departments are different and how the criteria will relate to each of them. They need to be broad enough to be relevant to all areas of campus and specific enough to reflect the diversity that we have developed.

The steering committee (SC) is creating a specific list of all programs that will eventually be evaluated and categorized based on the criteria that you are developing. Jennifer Borgmann is putting together a rough list of units based on budgetary divisions that will be the starting process for analysis by the SC. The SC will also be working with individual units to make sure that each defined program makes sense.

Specifically, we charge this committee to:

1. Meet over the summer as necessary, e.g. 2-5 meetings.
2. Engage broader community and stakeholders to assist with development.
3. Review compiled criteria in preparation for developing your own.
4. Develop approximately 6-8 draft criteria for evaluating administrative programs.
5. Develop prospective measures for each of those criteria.
6. Suggest weight for each criterion.
7. Suggest possible data that can be used.
8. Complete task by August 4.

It is important that the committee provide written explanations as to why you came to your conclusions about criteria.

These criteria will be reviewed and edited by the SC in August. They will then present these to campus during the Fall semester.

Karl Loewenstein and Pat Juckem will be joining your committee and be available to help clarify your task. Anne Milkovich is serving as a facilitator for all the groups' work.

Please elect a chair and schedule your summer meetings as soon as possible, as we know how difficult that part of the project can be. Please inform Jenny Hoerth ([hoerthj@uwosh.edu](mailto:hoerthj@uwosh.edu)) of these decisions. She is providing administrative support for our work.